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## **HISTORIC DISTRICT COMMISSION APPLICATION PROCEDURES**

***PLEASE NOTE: Attendance at the HDC public hearing by either yourself or your representative is mandatory.***

Nashua's Historic District was established in 1983 to preserve a unique part of Nashua's heritage. The HDC is committed to help preserve the historic character of your property. As a property owner in Nashua's Historic District, there are certain specific regulations that apply to your building. Changes to the exterior that require a building permit must also be reviewed by the Historic District Commission (HDC).

The Commission normally meets on the 4<sup>th</sup> Monday of each month at 6:30 p.m. in Room 208 at City Hall. Please note the deadline dates for application submittals.

All proposed changes for alterations, additions, and new construction must conform to the Secretary of the Interior's Standards of Rehabilitation. When applying to the HDC, prepare an explanation of the proposed changes to the property and submit said application to the HDC office located in the Community Development Division on the 2<sup>nd</sup> floor of City Hall.

Please note in particular in your application package:

- Changes to signage
- Major alterations
- New additions
- Changes to windows and doors
- Structural changes to roof
- Siding materials
- Repair or alteration to decorative details
- Types of materials being used

Including the following with your application:

- Existing photographs of the building (all sides)
- Photographs of the building in context
- Older photographs of the building, if available
- Clear and accurate drawings, to scale and with accurate measurements (pencil, graph paper and tracing paper may be used)
- Samples of new materials to be used

**Application fee: \$30 + \$15 per abutter sign**

Approval is not required for ordinary maintenance and repair, siding or painting as long as it does not alter or destroy any of the architectural features of the building; roofing or re-roofing, providing the roof plane remains the same; or storm windows and doors as long as the existing architectural elements are left intact.

**Should the Commission approve your request, any changes in design or materials thereafter will require a new submittal. Non-adherence to the approved request is subject to a possible "Stop Work" order and future Historic District Commission oversight.**

For further questions, please call the Zoning Department at 589-3090.



## **NASHUA HISTORIC DISTRICT**

### **2019 Meeting and Deadline Dates**

The following deadlines and meeting dates are now in effect:

<b>APPLICATION DEADLINE</b>		<b>ABUTTER NOTIFICATION</b>		<b>HEARING DATE</b>	
December	31	January	14	January	28
January	28	February	11	February	25
February	25	March	11	March	25
March	25	April	08	April	22
April	22	May	06	<b>*May</b>	<b>20</b>
May	28 (Tues)	June	10	June	24
June	24	July	08	July	22
July	29	August	12	August	26
August	26	September	09	September	23
September	30	October	14	October	28
October	28	November	12 (Tues)	November	25
November	12 (Tues)	November	25	<b>*December</b>	<b>09</b>

\*All meetings except May & December will be held on the fourth Monday of the Month in City Hall, Room 208, at 6:30 PM, unless otherwise posted. The May meeting will be held on the third Monday and the December meeting will be held on the second Monday, same time and place. Should any additional meeting (s) be required, they will be scheduled as necessary.



# City of Nashua

## Planning Department

229 Main Street

Nashua, New Hampshire 03061-2019

Planning & Zoning 589-3090

WEB www.nashuanh.gov

### HISTORIC DISTRICT COMMISSION APPLICATION

**PLEASE NOTE: INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED TO APPLICANT.**

Location \_\_\_\_\_

Zoning District \_\_\_\_\_ Sheet \_\_\_\_\_ Lot \_\_\_\_\_ Property Acct# \_\_\_\_\_

Property Owner (print name) \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Address \_\_\_\_\_

Telephone Number H: \_\_\_\_\_ C: \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant (print name) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Telephone Number H: \_\_\_\_\_ C: \_\_\_\_\_ E-mail \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Construct	<input type="checkbox"/>	Repair	<input type="checkbox"/>	Add Signage	<input type="checkbox"/>	Demolish	<input type="checkbox"/>
Alter	<input type="checkbox"/>	Replace	<input type="checkbox"/>	Change Signage	<input type="checkbox"/>	Other	<input type="checkbox"/>

At the \_\_\_\_\_ Historic District Commission (HDC) meeting, the above application was:

Approved  Disapproved  Tabled  \_\_\_\_\_ Postponed  \_\_\_\_\_

The HDC found the proposed: Does / Does Not meeting the requirements of the regulations for the District. The following stipulations shall apply:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman/designee \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date Received _____	Date of hearing _____	Application checked for completeness: _____
	PLR# _____	Board Action _____	
	\$ _____ application fee <input type="checkbox"/>	\$ _____ signage fee <input type="checkbox"/>	Date Paid _____ Receipt # _____